



WISCONSIN
INDIANHEAD
TECHNICAL
COLLEGE

**Wisconsin Indianhead Technical College
GENERAL EMPLOYEE HANDBOOK
Employee Benefits Summary**

Appendix One

A. ELIGIBILITY REQUIREMENTS FOR WITC BENEFITS

The following schedule of benefits within each employee classification is determined based on the intended work schedule. Employees may work less or more hours in a year due to extenuating circumstances. Employees become WRS eligible based on actual hours worked as defined by the Employee Trust Fund. All other benefits are determined at the time of hire based on the schedule of work for the position and adjusted accordingly.

A.1 Management and Support and Technical Personnel*

- 0-999 hours per year – no benefits**
- 1000-1559 hours per year – paid time off (PTO) of five days, in addition to, eligible for jury duty and bereavement leave and WRS eligible if 1200 hours or more**
Managers requested that we consider PTO in lieu of sick leave.
- 1560 -1950 hours per year – eligible for all benefits except for PTO as provided by the College. Benefits may be prorated if less than 1950 hours per year.

A.2 Career Specialists, Instructional Technology Specialists, and Curriculum Design Specialists*

- 0-999 hours per year – no benefits**
- 1000-1559 hours per year – paid time off (PTO) of five days, in addition to, eligible for jury duty and bereavement leave and WRS eligible if 1200 hours or more**
- 1560 – 1950 hours per year – eligible for all benefits except for PTO as provided by the College. Benefits may be prorated if less than 1950 hours per year.

A.3 Counselors, Accommodation Specialists, and College Health Nurses*

- 0-879 hours per year – no benefits**
- 880-1063 hours per year – paid time off (PTO) of five days, in addition to, eligible for jury duty, bereavement leave, and WRS benefits
- 1064-1330 hours per year - eligible for all benefits except for PTO as provided by the College. Benefits may be prorated if less than 1330 hours per year.

A.4 Instructors

- 1330 hours per year

*Employees hired October 1, 2011 or after

**See Human Resources if you worked for a Wisconsin Retirement System employer prior to July 1, 2011.

B. DEFINITIONS

B.1 Day

A day is equivalent to the following hours:

- 7.5 hours for Management, Support and Technical Personnel, Career Specialists, Instructional Technology Specialists, and Curriculum Design Specialists
- 7.0 hours for Instructional Staff, Counselors, Accommodation Specialists, and College Health Nurses

B.2 Week

A week is equivalent to the following hours:

- 37.5 hours for Management, Support and Technical Personnel, Career Specialists, Instructional Technology Specialists, and Curriculum Design Specialists
- 35 hours for Instructional Staff, Counselors, Accommodation Specialists, and College Health Nurses

B.3 Prorated

Certain benefits will be adjusted (vacation, sick leave, holidays, health insurance premiums) for employees hired prior to November 1, 2011 who work less than 1950 hours per fiscal year for Management, Support and Technical Personnel, Career Specialists, Instructional Technology Specialists, and Curriculum Design Specialists or less than 1330 hours for Counselors, Accommodation Specialists, and College Health Nurses and less than 1330 hours for Instructors.

B.4 Paid Time Off (PTO)

PTO is non-cumulative leave that can be used during the current fiscal year at the eligible employee's discretion with prior approval of his/her supervisor.

C. BENEFITS

C.1 Medical Insurance

Eligible employees may participate in one of two medical plans offered by the College. Employees will be provided the opportunity to enroll in a medical plan at the time they are hired into an eligible position or during the open enrollment process each November/December. Participants are eligible to enroll in a single, single plus one or family plan coverage of the specific medical plan they choose. If an eligible employee has other insurance that is available to them and they can provide proof of this insurance, they may elect to "opt out" of the College's medical insurance. Employees electing to opt out with proof of other insurance will be compensated a monthly amount for each month that they do not participate in the College's medical insurance. Employees can make changes to their coverage during the year if a qualifying event occurs as established by federal guidelines.

The College and the employee may share in the cost of the coverage. Any deductions made for medical insurance will be taken on a pre-tax basis unless employee chooses otherwise and will be reflected in the first two pay periods of the month.

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C.2 Dental Insurance

Eligible employees may participate in dental insurance that is offered by the College. Employees can choose a single or family plan at the time they are hired into an eligible position or during the open enrollment process each November/December. Employees can make changes to their coverage during the year if a qualifying event occurs as established by federal guidelines.

The College and the employee may share in the cost of the coverage. Any deductions made for dental insurance will be taken on a pre-tax basis unless employee chooses otherwise and will be reflected in the first two pay periods of the month.

C.3 Vision Insurance

Eligible employees may participate in a vision insurance program that is offered by the College. The cost of this coverage is paid 100% by the employee. Deductions for this coverage are taken from the first pay period of the month on a pre-tax basis unless the employee chooses otherwise. An employee who is actively working and enrolls in vision insurance is required to maintain participation in the insurance for the full calendar year. If an employee chooses to cancel their coverage at the end of the calendar year, they will not be allowed to re-enroll in the plan during open enrollment until they have been without coverage for a period of two (2) years.

C.4 Flexible Spending Account

The College offers a flexible spending account program to eligible employees. The optional program allows employees to set aside pre-tax dollars to cover dependent care expenses and/or a variety of medical expenses not otherwise covered by insurance.

C.5 Life Insurance

Eligible employees may participate in a term life insurance policy offered by the College that includes Accidental Death and Dismemberment coverage. The College and the employee may share in the cost of the coverage. Any policy value over \$50,000 will become a taxable benefit and will be reflected on the pay advice of the employee. The coverage also includes dependent life insurance at a value of \$5,000 for a spouse, \$2,000 for a dependent six (6) months to age 19 or age 25 if a full-time student. The specific value of the policy provided to eligible employees is defined below.

- Management – Two (2) times the annual base salary rounded up to the next thousand to a maximum value of \$150,000.
- Instructional Staff, Counselors, Accommodation Specialists, College Health Nurses, Career Specialists, Instructional Technology Specialists, Curriculum Design Specialists, and Support and Technical Personnel – One and a half (1.5) times the annual base salary rounded up to the next thousand to a maximum value of \$50,000.

C.6 Long Term Disability

Eligible employees may enroll in a long term disability plan offered by the College. The College and the employee may share in the cost of the coverage. The plan provides income protection coverage for an employee who is totally disabled and unable to work. The plan provides for a benefit of up to 90% of average monthly earnings to a specified

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maximum amount per month.

C.7 Holidays

The College recognizes ten (10) paid holidays per fiscal year for eligible Management, Support and Technical Personnel, Career Specialists, Instructional Technology Specialists and Curriculum Design Specialists. Eight (8) paid holidays per fiscal year are available to Instructional Staff, Counselors, Accommodation Specialists and College Health Nurses. Any holiday that falls on a Saturday or Sunday will be recognized on the Friday before or Monday after the holiday. The College will establish the holidays each fiscal year, post a calendar and may adjust it accordingly. The holidays that are recognized are listed below.

- Independence Day*
- Labor Day
- Thanksgiving Day
- Friday following Thanksgiving Day
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day
- New Year's Day
- Spring Holiday
- Memorial Day*

*Only available to Management, Support and Technical Personnel, Career Specialists, Instructional Technology Specialists and Curriculum Design Specialists.

C.8 Vacations

The College grants annual, paid vacation to full-time eligible, twelve-month (non-instructional) employees. The amount of vacation to which you are entitled depends on your length of service and hours worked in a fiscal year. Listed below is the vacation schedule.

Management Working 52 Weeks

Vacation Hours	Years of Service
112.5 hours	July 1 of 1 st full fiscal year and June 30 of 4 th fiscal year
150.0 hours	July 1 of 5 th fiscal year and June 30 of 10 th fiscal year
187.5 hours	July 1 of 11 th fiscal year and after

Support and Technical Personnel Working 52 Weeks

Vacation Hours	Years of Service
75.0 hours	July 1 of 1 st full fiscal year and June 30 of 5 th fiscal year
112.5 hours	July 1 of 6 th fiscal year and June 30 of 10 th fiscal year
150.0 hours	July 1 of 11 th fiscal year and June 30 of 13 th fiscal year
157.5 hours	July 1 of 14 th fiscal year and June 30 of the 16 th fiscal year

165.0 hours	July 1 of 17 th fiscal year and June 30 of the 19 th fiscal year
172.5 hours	July 1 of 20 th fiscal year and June 30 of the 22 nd fiscal year
180.0 hours	July 1 of 23 rd fiscal year and June 30 of the 25 th fiscal year
187.5 hours	July 1 of 26 th fiscal year and after

Vacation will be prorated for any partial years. The use of vacation is always subject to supervisor approval and must be approved in advance.

Employees may carry over vacation hours not utilized in a fiscal year to the following fiscal year. All vacation carryover hours can be utilized until August 15th. If an employee still has vacation carryover hours remaining after August 15th, a maximum of one week can be “banked”. “Banked” vacation cannot exceed one week at any given time.

Employees terminating employment for any reason are entitled to payment for all accrued unused vacation time, calculated on a pro-rated basis based on the hours worked.

C.9 Sick Leave

Full-time employees are provided 12 days per fiscal year. Eligible employees who work less than full-time will have their sick leave prorated. This leave is cumulative up to 120 days. Sick leave hours are provided at the beginning of each fiscal year with the expectation that the employee will complete a full fiscal year of employment. Sick leave may be utilized for the employee’s own illness or an illness associated with a family member. Listed below are the sick leave allocations.

- 90 hours per fiscal year to a maximum of 900 hours - Management, Support and Technical Personnel, Career Specialists, Instructional Technology Specialists, and Curriculum Design Specialists
- 84 hours per fiscal year to a maximum of 840 hours - Instructors, Counselors, Accommodation Specialists, and College Health Nurses

C.10 Personal Leave

Eligible employees who work a full fiscal year are provided one day of personal leave. The purpose of this leave is to allow an employee to conduct personal business that they may not be able to do outside of their working hours. This leave is non-cumulative, cannot be carried over and must be used in the current fiscal year. Listed below are the personal leave allocations.

- 7.5 hours - Management, Support and Technical Personnel, Career Specialists, Instructional Technology Specialists, and Curriculum Design Specialists
- 7.0 hours - Instructors, Counselors, Accommodation Specialists, and College Health Nurses

C.11 Bereavement Leave

Employees eligible for this leave will be compensated for time lost from their regular work schedule for the purpose of bereavement according to the following guidelines.

- An employee shall be granted leave according to their work schedule with pay up to five (5) days due to the

death of a family member.

- An employee will be granted up to three (3) days of paid, non-cumulative, bereavement leave during each fiscal year in the event of the death of a person outside the employee's family.
- An employee's request for bereavement leave shall be submitted to their supervisor. The College may request documentation in support of the employee's request for bereavement leave.

C.12 Jury Duty

The College provides time off to eligible employees who fulfill their civic responsibility when summoned for jury duty. The College will pay normal earnings to employees who are scheduled to work for the period of jury service. Employees will reimburse the College any payment received from the court for their service. When released from jury duty, the employee shall immediately report to work unless formally excused by their supervisor. To qualify for paid jury duty leave, an employee must submit a copy of the summons to provide to their supervisor as soon as practicable after it is received.

C.13 Paid Time Off (PTO)

Employees who work less than 80% of a full-time position, but more than the specified minimum for each employee classification described in Section A, Eligibility Requirements for WITC Benefits, will be eligible for five (5) days of PTO. This leave will be available at the beginning of each fiscal year and is non-cumulative.

C.14 WITC Retirement Program

Eligible employees may participate in the College provided retirement program which is based on years of service. The College provided retirement program includes 403(b) plan and/or retiree medical insurance. The 403(b) plan may include an employer match up to a specified amount.

C.15 Wisconsin Retirement System

Eligible employees will participate in a state provided retirement program. The Employee Trust Fund determines eligibility requirements for participation and the percentage for contribution each calendar year. The College and the employee share in the contribution percentage. Please see the WRS link for further information, www.etf.wi.gov.

D. FAMILY AND MEDICAL LEAVE

It is the policy of the College to comply with the requirements of the Federal and Wisconsin Family and Medical Leave Acts (FMLA). Federal and Wisconsin FMLA leave will run concurrently to the extent provided by law. Employees may request paid eligible leave to make up for unpaid time. Benefits will be maintained during an employee's time off under FMLA as long as the employee continues to pay their portion of any benefits requiring a contribution on their part. An employee's leave totals will be prorated for the next fiscal year based on any unpaid leave taken in the current fiscal year. Any approved leave taken after exhaustion of FMLA will be on an unpaid basis and the full cost of benefits will be the employee's responsibility if they choose to continue them.

An employee on an approved leave of absence whose leave crosses a fiscal year can request their new fiscal year leave total prior to their return to work.

D.1 Eligibility

To be eligible for Federal FMLA leave, the employee must:

1. Have been employed by the College for at least 12¹ months; and
2. Have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the requested leave; and
3. Be employed at a work site where 50 or more employees are employed by the College within a 75-mile radius.

To be eligible for Wisconsin FMLA leave, the employee must:

1. Have been employed by the College for more than 52 consecutive weeks, and
2. Compensated for 1,000 hours during the 52-week period immediately preceding the commencement of the leave.

The College will inform employees requesting leave whether they meet the basic eligibility requirements for Wisconsin and Federal FMLA leave. At the same time, the College will inform the employee of any additional information required to verify that the need for leave is for a FMLA-qualifying reason and the employee's rights and responsibilities while taking FMLA leave.

D.2 Types of Leave and Amount of Leave Available

Generally, federal law allows eligible employees to take up to 12 weeks of unpaid leave in a calendar year for one or any combination of the following reasons:

1. Family leave for the birth of an employee's child or because of the placement of a child with the employee for adoption or foster care;²
2. Family leave to care for a child, spouse, or parent suffering from a serious health condition;³
3. Medical leave for an employee to care for his/her own serious health condition; and
4. To address a qualifying exigency arising out of an employee's spouse's, child's, or parent's active duty or call to active duty in support of a contingency operation.⁴ However, the federal FMLA does not provide for a full 12 weeks of leave for all types of qualifying exigencies.⁵

¹ Periods of employment preceding a 7-year break in service do not count toward the 12 months of employment unless the break in service was due to National Guard service or Reserve Military service, or where otherwise provided under written agreement.

² Such leave must generally be completed within 12 months of the birth or placement.

³ A "serious health condition" is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least 2 visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Further, employees are entitled to take up to 26 weeks unpaid leave to care for the employee's spouse, child, parent or next of kin who is a covered service member that incurs a serious illness or injury while in the line of duty on active duty.⁶ A covered service member includes current members of the armed forces. This leave is available only during a single 12-month period and is available on a per-covered service member, per-injury basis. In certain instances, this leave may be combined with all other FMLA leaves, limiting the employee's FMLA leave entitlement for all purposes to no more than a total of 26 weeks of leave during the single 12-month period.

Wisconsin law allows employees to take the following leaves in a calendar year:

1. Up to 6 weeks of family leave for the birth or adoption of a child;⁷
2. Up to 2 weeks family leave to care for a child, spouse, domestic partner, parent or parent-in-law (including a domestic partner's parent) suffering from a serious health condition; and
3. Up to 2 weeks medical leave for an employee to care for his/her own serious health condition.

See Human Resources to determine whether a request for leave qualifies under one of the above categories.

D.3 Notifying the College of the Need for Family or Medical Leave

1. Requesting Leave

In all instances, the College will require an eligible employee to submit a letter requesting FMLA to Human Resources.

When asking for FMLA leave, an employee must provide sufficient information for the College to determine if the absence may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that, because of a serious health condition, the employee is unable to perform job functions, a family member is unable to perform daily activities, or the employee or family member require hospitalization or continuing treatment. Sufficient information may also include circumstances supporting the need for

⁴ An employee whose family member is a member of the regular armed forces is not eligible to take leave because of a qualifying exigency.

⁵ Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

⁶ A "covered service member" is a service member who incurs an illness or injury in the line of duty on active duty that renders the service member medically unfit to perform the duties of his or her office, grade, rank, or rating. A covered service member must also be: (1) undergoing medical treatment, recuperation, or therapy; (2) otherwise in outpatient status; or (3) otherwise on the temporary disability list. Individuals on the military's permanent disability retired list are not covered service members.

⁷ An employee must request family leave that commences no earlier than 16 weeks before the estimated birth or placement for adoption or foster care and no later than 16 weeks after the actual birth or placement.

military family leave. The College may then collect other information from the employee to properly determine whether the absence will be treated as FMLA leave. If the employee is seeking leave for an FMLA-qualifying reason for which the College has previously provided FMLA-protected leave, the employee must specifically refer to the qualifying reason for leave or the need for FMLA leave which has been previously taken or certified. Failure to do so may result in the delay or denial of FMLA approved leave.

2. Timing of Request for Leave

Generally, if the need for FMLA is foreseeable, an employee's request for FMLA leave should be submitted as far in advance as possible, and no later than 30 days before the leave is expected to commence. If the approximate timing of the need for leave is not foreseeable, employees should give notice of the need for leave as far in advance as practicable. Notice of leave for a qualifying exigency must be provided as soon as practicable, regardless of how far in advance such leave is foreseeable.

If the employee is capable of complying with the College's normal call-in and reporting procedures or arranging for the College to receive timely notice of the employee's absence, and fails to do so, the College may deny or delay the FMLA leave.

D.4 Certification of the FMLA-Qualifying Need for Leave

The College requires employees to submit a completed Certification Form verifying the need for FMLA leave. The specific form required will depend upon the reason for the leave request; however, it will be one of the following, all of which are available in Human Resources.

- Certification of Health Care Provider for Employee's Serious Health Condition Form
- Certification of Health Care Provider for Family Member's Serious Health Condition Form
- Certification for Serious Injury or Illness of Covered Service member for Military Family Leave Form
- Certification of Qualifying Exigency for Military Family Leave Form
- Domestic Partner Status Questionnaire

The applicable Certification Form must be completed by the appropriate individual (the treating health care provider for a serious health condition; an authorized health care provider in the case of a serious illness or injury of a service member; the employee for a qualifying exigency). Employees must return the Certification Form to Benefits Specialist -Human Resources within 15 calendar days after the date of the College's request. If an employee cannot comply with this deadline, the employee must contact Associate Vice President, Human Resources and Employee Relations and request an extension prior to the date the form is due. Failure to timely return the form and/or request an extension may result in the denial of the employee's FMLA leave request.

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If the College has a reason to question the validity of a medical certification of a serious health condition of the employee or the employee's family member, an employee may be required to provide a second certification from a healthcare provider selected and paid for by the College. If the second opinion differs from the first, a third opinion may be required. The healthcare provider for the third opinion must be mutually chosen by the employee and the College and paid by the College. The third opinion, by law, is binding on all parties.

Periodic recertification and annual certifications to verify that an employee's or employee's family member's serious health condition is ongoing may be required as provided by the law. Failure to provide this certification within 15 days of a request will result in the delay or denial of the leave.

D.5 Designation of FMLA Leave

The College will provide employees a letter and proposed leave schedule which will designate if the leave is FMLA-protected and, if so, the amount of leave counted against the employee's leave entitlement.

D.6 Use of Paid and Unpaid Leave

Under Wisconsin's FMLA, an employee entitled to family or medical leave may substitute (use), for any leave requested under the Act, any other paid or unpaid leave which has accrued to the employee. The College will not require substitution when an employee is taking leave under Wisconsin's FMLA.

Under federal law, the employee may elect or the College may require that the employee substitute accrued vacation, sick, personal or other paid leave during periods of federal FMLA leave. However, the College may prohibit the substitution of any accrued paid leave where the employee does not otherwise meet the conditions for use of such leave. Please consult the College's applicable policies for more information on the requirements for conditions of use.

When paid benefits are substituted for the otherwise unpaid time, the employee is using the benefits concurrently with FMLA leave, and those benefits will not be available to the employee later. Similarly, substitution or use of paid leave does not extend the amount of FMLA leave available to an employee, it provides for pay.

As appropriate, employees on medical leave (for the employee's own serious health condition) may simultaneously be eligible for and receive disability or workers' compensation benefits. In such cases, disability and workers' compensation leave of absences will run concurrently with this family and medical leave.

D.7 Intermittent and Reduced Schedule Leave

Intermittent leave or reduced schedule leave will be permitted when it is medically necessary and in the case of qualified exigencies. If an employee wants to take family leave for the birth or placement of a child for adoption or foster care on an intermittent basis (as opposed to taking leave on a continuous basis), the employee should discuss this with Human Resources and their supervisor. Such a request may not be granted in all instances.

Intermittent leave and reduced schedule leave for planned medical treatment should be scheduled with minimal disruption to the College's operations. As practicable, medical appointments and treatment related to a serious health condition or a covered service member's serious illness or injury must be scheduled outside of working hours or at such times as allow for a minimal amount of time away from work.

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If leave is taken on an intermittent or reduced schedule basis, the employee may, in some cases, be temporarily transferred to another job with no reduction in pay and benefits if the new position would better accommodate recurring periods of leave than the employee's regular position.

D.8 Benefit Continuation During Leave

Employees may elect to continue group health insurance coverage while on leave in the same manner as if the employee continued working. Employees will be required to continue to pay their portion of the premium as if they continued working. Other employment benefits, such as group life insurance, etc., will also be continued during the leave, so long as the employee continues to pay any required contribution. If an employee has pay substituted for otherwise unpaid FMLA leave or has appropriate pay available, the employee contribution toward the insurance premium will be deducted as part of a normal payroll deduction to the extent permitted by law. To the extent a payroll deduction is not available to fully cover the employee contribution; the employee must make the appropriate premium payment for the month of coverage. If an employee does not make the appropriate employee contribution to the cost of group health plan coverage within thirty (30) days of the payment's due date, the employee's group term health benefits will cease.

Use of FMLA leave will not result in the loss of any employment benefit that accrued to an employee prior to the start of an employee's FMLA leave.

D.9 Rights Upon Return From Leave

An employee who takes leave under this policy will be reinstated to the same position or an equivalent position upon completion of the leave. However, the law provides that an employee has no greater rights upon a return from leave than the individual would have had if he/she had continued to work. Therefore, an employee may be affected by a layoff or other job change if the action would have occurred had the employee remained actively at work.

D.10 Fitness for Duty

If leave has been taken due to the employee's own serious health condition, the employee must provide a Fitness for Duty Certificate to Human Resources before the employee returns to work. Failure to provide a Fitness for Duty Certificate may result in the delay or denial of job restoration. Fitness for Duty Certificates are available in Human Resources.

D.11 Periodic Reports and Intent to Return to Work

While on leave, employees are requested to report periodically to the College regarding their status and their intent to return to work. Any changes in status that would affect the employee's estimated return to work date needs to be reported immediately to the Human Resources and the employee's supervisor.

D.12 Extensions of Leave

An employee is expected to return to work upon expiration of an approved leave. An employee needing an extension of an approved leave must notify Human Resources and the employee's supervisor of the need for the leave extension promptly after learning of the need for the extension. Extensions may be granted under other College policies and/or other laws. If an employee fails to report to work promptly upon expiration of approved FMLA leave any additional absences will be considered unexcused and treated in accordance with the College's applicable workplace policies.

A request for an extension must be in writing and accompanied by any required forms prior to the expiration of the original leave. The College does not guarantee an extension will be granted, and the continuation of benefits, substitution of other paid leave, and job availability may change if an extension is granted.

D.13 Miscellaneous

The Wage and Hour Division of the U.S. Department of Labor is the federal agency that regulates the federal FMLA. Federal law makes it unlawful for a College to interfere with, restrain, or deny the exercise of any right provided under the FMLA; or to discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for the involvement in any proceeding under or relating to the FMLA. Nothing in the FMLA affects any federal or state law prohibiting discrimination, or supersedes any state or local law or collective bargaining agreement which provides greater family and medical leave rights. Employees have the right to file a complaint with the U.S. Department of Labor (DOL) or bring a private lawsuit if they feel the College has violated their rights under the FMLA. For more information, you may contact the DOL at (866) 487-9243 or www.wagehour.dol.gov. That being said, it is the preference of the College that its employees first bring any concerns to the attention of the College Human Resources office.

This policy provides an introduction to the rights provision of the Family and Medical Leave laws. Questions employees may have about this law should be directed to Human Resources Specialist – Benefits.

Family and medical leave granted under the statute shall also be considered to run concurrently with any disability leave, major medical leave, personal or sick leave granted for that purpose.

E. Questions Regarding Benefits

The College provides benefits to employees to enhance their total compensation package and improve the overall employment experience. It is important that employees understand the terms and conditions surrounding their benefits.

Questions regarding benefits should be directed to the College Human Resources office.